

RECORD OF FREEDOM OF INFORMATION (FOI) PROCESSING COST*Please read instructions on reverse before completing form.*

1. REQUEST NUMBER		2. TYPE OF REQUEST (X one)		3. DATE COMPLETED (YYMMDD)	
		a. INITIAL	b. APPEAL		

4. CLERICAL HOURS (E-9/GS-8 and below)	TOTAL HOURS (1)	HOURLY RATE (2)	COST (3)	
a. SEARCH		X \$ 12.00 =	*	
b. REVIEW / EXCISING			**	
c. CORRESPONDENCE AND FORMS PREPARATION				
d. OTHER ACTIVITY				
5. PROFESSIONAL HOURS (0-1 - 0-6/GS-9 - GS/GM-15)	TOTAL HOURS (1)	HOURLY RATE (2)	COST (3)	
a. SEARCH		X \$ 25.00 =	*	
b. REVIEW / EXCISING			**	
c. COORDINATION / APPROVAL / DENIAL				
d. OTHER ACTIVITY				
6. EXECUTIVE HOURS (0-7/GS/GM-16/ES 1 and above)	TOTAL HOURS (1)	HOURLY RATE (2)	COST (3)	
a. SEARCH		X \$ 45.00 =	*	
b. REVIEW / EXCISING			**	
c. COORDINATION / APPROVAL / DENIAL				
7. COMPUTER SEARCH	TOTAL HOURS (1)	HOURLY RATE (2)	COST (3)	
a. MACHINE HOURS		X <div style="border: 1px solid black; padding: 2px;">\$12.00</div> =	*	
b. PROGRAMMER / OPERATOR TIME				
(1) Clerical			\$12.00	*
(2) Professional			\$25.00	*
8. OFFICE COPY REPRODUCTION	NUMBER (1)	RATE (2)	COST (3)	
a. PAGES REPRODUCED		X .15 =	*	
9. MICROFICHE REPRODUCTION	NUMBER (1)	RATE (2)	COST (3)	
a. MICROFICHE REPRODUCED		X .25 =	*	
10. PRINTED RECORDS	TOTAL PAGES (1)	RATE (2)	COST (3)	
a. FORMS		X .02 =	*	
b. PUBLICATIONS			*	
c. REPORTS			*	
11. COMPUTER COPY	NUMBER (1)	ACTUAL COST (2)	COST (3)	
a. TAPE		X <div style="border: 1px solid black; padding: 2px;"></div> =	*	
b. PRINTOUT			*	
12. AUDIOVISUAL MATERIALS	NUMBER (1)	ACTUAL COST (2)	COST (3)	
a. MATERIALS REPRODUCED		X <div style="border: 1px solid black; padding: 2px;"></div> =	*	

13.

For FOI Office Use Only

a. SEARCH FEES PAID

b. REVIEW FEES PAID

c. COPY FEES PAID

d. TOTAL PAID

e. DATE PAID (YYMMDD)

f. TOTAL COLLECTABLE COSTS

g. TOTAL PROCESSING COSTS

h. TOTAL CHARGED

i. FEES WAIVED / REDUCED (X one)

Yes

No

* Chargeable to all requesters after application of all waiver

** Chargeable only to commercial requesters.